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27 April 1987

MEMORANDUM FOR: Chief, Printing & Photography Division, OL

FROM: [REDACTED]

Chief, New Building Project Office, OL

SUBJECT: Occupancy of the New Headquarters Building

1. The purpose of this memo is to inform you of the current occupancy plans for the New Headquarters Building (NHB), and to review my understanding of Printing and Photography Division's (P&PD) responsibilities and plans in support of the NHB.

2. The first component is scheduled to move into the North Tower in January 1988. Occupancy of the South Tower is scheduled to commence in May 1988. P&PD has the responsibility to provide copiers for the Data Access Center/Information Service Centers (DAC/ISC) in the NHB. There will be two DAC/ISCs in the North Tower, one each on the second and fifth floors; and three DAC/ISCs in the South Tower, one each on the second, fourth, and fifth floors. Copiers in the North Tower should be operational by 31 December 1987; copiers in the South Tower by 30 April 1988.

3. Funding for the copiers is contained in the Headquarters Facilities Upgrade budget (formerly New Building Support) in SOC 3100—Equipment in a line item identified as "Copier/Binding/Printing Equipment." For FY 87, the funding is \$616,000; for FY 88, it is \$38,000. [REDACTED] informs me that P&PD wishes to delay procurement of copiers for the NHB until the first quarter of FY 88 to minimize storage resulting from early delivery and to maximize warranty benefits. This should not be a problem so long as copiers are operational by 31 December in the North Tower. Accordingly, Art has made arrangements for OIT/NBCPD to use P&PD's \$616,000 in FY 87 and to pay it back in FY 88. This action is presently being finalized by OL/B&FB.

4. Within the NHB, P&PD also has a 1,000 sq.ft. planning office in the first floor atrium and the responsibility for a large conference room on the first floor of the South Tower. You should coordinate with Facilities Management Division regarding furnishings for these areas.

5. If you have any questions with any of the above, please contact me

on [REDACTED]

OL/NBPO [REDACTED] 27Apr87

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